

June 30, 2004

Departmental Circular Number 04-03

TO: All Department Heads

FROM: Kathleen N. A. Watanabe, Director /s/ Kathleen N. A. Watanabe

SUBJECT: Amendments to the Compensation Plan

The following changes to the State of Hawaii Compensation Plans dated July 1, 2003 are reflected in the State of Hawaii Compensation Plans dated July 1, 2004.

PART I – WHITE COLLAR

2.060	Delete	Health Fund Assistant IV, effective April 26, 2004
3.108	Add	Social Wkr/Human Svcs Prof I, SR-16, BU-13, EEO: B, FLSA: N, effective 5/1/04
3.109	Add	Social Wkr/Human Svcs Prof II, SR-18, BU-13, EEO: B, FLSA: N, effective 5/1/04
3.110	Add	Social Wkr/Human Svcs Prof III, SR-20, BU-13, EEO: B, FLSA: N, effective 5/1/04
3.111	Add	Social Wkr/Human Svcs Prof IV, SR-22, BU-13, EEO: B, FLSA: N, effective 5/1/04
3.112	Add	Social Wkr/Human Svcs Prof V, SR-24, BU-23, EEO: B, FLSA: R, effective 5/1/04
3.113	Add	Social Wkr/Human Svcs Prof VI, SR-26, BU-23, EEO: B, FLSA: E, effective 5/1/04
3.114	Add	Social Wkr/Human Svcs Prof VII, SR-28, BU-23, EEO: B, FLSA: E, effective 5/1/04
3.499	Add	Behavioral Specialist III, SR-20, BU-13, EEO: B, FLSA: N, effective 7/7/04
3.500	Change	Title only from Behavioral Specialist to Behavioral Specialist IV, effective 7/7/04
3.568	Add	Parole Officer I, SR-16, BU-13, EEO: B, FLSA: N, effective 5/1/04
3.569	Add	Parole Officer II, SR-19, BU-13, EEO: B, FLSA: N, effective 5/1/04
3.570	Add	Parole Officer III, SR-20, BU-13, EEO: B, FLSA: N, effective 5/1/04
3.571	Add	Parole Officer IV, SR-22, BU-13, EEO: B, FLSA: N, effective 5/1/04
3.572	Add	Parole Officer V, SR-24, BU-23, EEO: B, FLSA: E, effective 5/1/04
3.573	Add	Parole Officer VI, SR-26, BU-23, EEO: B, FLSA: E, effective 5/1/04

PART II – BLUE COLLAR

9.690 Delete Vector Control Worker II, effective 4/20/04
9.695 Delete Vector Control Worker Supvr, effective 4/20/04
10.500 Delete Craft Shop Supervisor, effective 7/2/04

PART III – EMCP

17.645 Change salary only for Forestry and Wildlife Administrator from ES-02 to EM-08
17.773 Change title only from Land Surveyor Asst Admr to Land Survey Asst Admr
17.774 Change title only from Land Surveyor Admr to Land Survey Admr

ABBREVIATION

PROTETV = PROTECTIVE

AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS

2.575 – 2.584 Auditor I – VII, Part II only
3.500 Behavioral Specialist IV
8.806 – 8.809 Deputy Sheriff I – IV, Part II only

CHANGES TO FLSA CODES – EFFECTIVE 8/23/04

Changes to the FLSA Codes Effective 8/23/04			
Job Code	Eff Date	Class Title	Revised FLSA
01011	8/23/2004	Clerical Supervisor I	R
01313	8/23/2004	Telephone Switchboard Optr III	R
02132	8/23/2004	Supvg Cntrcts Spclt (MedQUEST)	E
02165	8/23/2004	Tax Information Specialist I	R
02590	8/23/2004	Claims Mgmt Spclt III	E
02808	8/23/2004	Research Statistician III	N
02809	8/23/2004	Research Statistician IV	N
02963	8/23/2004	Haz Mtrls Trng & Exer Coord	N

02980	8/23/2004	Firearms Training Specialist	N
03376	8/23/2004	Prgm Spclt (Devlpmtl Disab) IV	E
03418	8/23/2004	Self-Suff/Supp Svcs Supvr I	R
03422	8/23/2004	Program Specialist (EMSS) IV	E
03423	8/23/2004	Program Specialist (EMSS) V	E
03462	8/23/2004	Corrections Education Supvr I	R
03607	8/23/2004	Youth Corrections Officer (E)	N
03608	8/23/2004	Youth Corrections Officer (FP)	N
03642	8/23/2004	Adult Corrs Officer Recruit	N
03643	8/23/2004	Adult Corrections Officer III	N
03644	8/23/2004	Adult Corrections Officer IV	R
08265	8/23/2004	Airport Firefighter Recruit	N
08266	8/23/2004	Airport Firefighter	N
08268	8/23/2004	Airport Fire Equipment Optr	N
08269	8/23/2004	Airport Fire Lieutenant	R
08591	8/23/2004	Consvtn & Rescs Enfc Offcr I	N
08592	8/23/2004	Consvtn & Rescs Enfc Offcr II	N
08593	8/23/2004	Consvtn & Rescs Enfc Offcr III	N
08594	8/23/2004	Consvtn & Rescs Enfc Offcr IV	R
08806	8/23/2004	Deputy Sheriff I	N
08807	8/23/2004	Deputy Sheriff II	N
08814	8/23/2004	Harbor Enforcement Officer I	N
08815	8/23/2004	Harbor Enforcement Officer II	N
08816	8/23/2004	Harbor Enforcement Officer III	N

The effective dates of all transactions resulting in the assignment of classes to salary ranges are subject to certification as to the availability of funds by the Director of Budget and Finance. Moreover, departments affected by such actions are required to comply with instructions issued by the Department of Budget and Finance as to how to compute and report the additional cost resulting from the actions taken.

The compensation of incumbents of positions in each class on which action is taken will be computed in accordance with existing laws, rules and regulations concerning compensation. Departments are requested to notify incumbents affected by changes in the Compensation Plans.